

Sample Stakeholder Feedback Report

To utilize this feedback report within a proven process improving insight, empathy and effectiveness read *Fearless Feedback: A Guide for Coaching Leaders to See Themselves More Clearly and Galvanize Growth*. www.fearlessfeedbackguide.com

Section 1—Summary

Summary of confidential interviews conducted between

Begin date

End date

Number of people interviewed:

Leader's coaching goal(s) and the focus or purpose of the feedback

Any insight or feedback about the process which stakeholders shared

Overall summary of what was shared (patterns and/or themes)

Overall areas of strengths

Overall areas of possible adjustments/opportunities

Other

Section 2—Key Strengths

What are _____ top strengths when working at _____ best?

List the specific positive/appreciated attributes shared that tie to the focus of feedback

Provide explicit behavioral examples from the interviews of strengths in action

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Section 3—Key Development Areas for Future Success or Greater Effectiveness

What could _____ start doing, stop doing, or continue to improve upon?

List specific comments received during the interviews about possible areas of growth or change

Give constructive examples shared of behavior or changes that would be appreciated

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Section 4—Additional comments

List any additional insights shared

Section 5—Reflection Questions for _____

[NOTE: Next section to be left blank, and completed by leader after processing above feedback:]
Reflect on the above feedback, and process feelings evoked by it; put it in perspective

Identify what stands out for you: what you know and any surprises, positive and negative

Determine what aspects of feedback you want to take on

What are the most important insights/takeaways

Decide what feedback will be shared with others

If shared with others, think about who, when, and where